



TOWN OF CONCORD
HUMAN RESOURCES DEPARTMENT
TOWN HOUSE
P.O. BOX 535
22 MONUMENT SQUARE
CONCORD, MASSACHUSETTS 01742

TEL: 978-318-3025
FAX: 978-318-3024
hr@concordma.gov

April 6, 2016

Dear Applicant,

Thank you for your interest in the **SUMMER CONSERVATION CREW** position with the Town of Concord. Enclosed with this letter is a description of the duties and qualifications for this position, as well as an application form. In order to be considered for this position, you must fully complete the application form and return it to the Town Human Resources Office.
Applications will be accepted until Wednesday, April 27, 2016 at Noon.

Please note that you may attach a resume to your application as additional information; however, the resume cannot serve as a substitute for completing the form in full. Emailed resumes are not accepted. Please do not include any information pertaining to age, race, color, religion, national origin, ancestry, gender, gender identity, sexual orientation and physical/medical condition or history.

All applications will be reviewed, and the most highly qualified candidates will be invited to one or more interviews. You can expect to be notified as soon as a decision has been made regarding your standing in the process. We anticipate that everyone will have been contacted regarding their candidacy within six weeks of the deadline.

Again, thank you for your interest in the Town of Concord.

Sincerely,

Amy Foley
Human Resources Director

Enclosures (2)



*The Town of Concord
is currently accepting applications for 2 temporary, full-time positions of:*

CONSERVATION CREW
NATURAL RESOURCES DIVISION

\$10.00 - \$13.25 per hour, depending on qualifications

Regular Hours: Monday - Friday, 7:00 a.m. - 3:30 p.m.

Temporary period of employment anticipated to be May – September 2016

Application Deadline: Wednesday, April 27, 2016 @ Noon, or until filled

APPLICATION PROCESS

All applicants are required to complete the attached Town application form. Resumes may be attached to the application form as additional information but cannot serve as a substitute for completing the form.

Applications must be received in the Concord Human Resources Office by **Wednesday, April 27, 2016 at Noon** to guarantee consideration. Any application received after April 27 at noon may be considered if the position has not been filled. Emailed resumes are not accepted. The Town reserves the right to modify the application deadline, and/or to accept applications after the deadline, to best serve the interest of the community.

The most highly qualified candidates will be invited to one or more interviews and/or other assessments. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Appointment of the final candidate will be contingent upon the results of pre-placement conditions including a drug-screening and motor vehicle record check. Costs for these pre-placement requirements will be borne by the Town.

Individuals who need accommodation in order to participate in this process should contact the Concord Human Resources Department.

The Town of Concord is committed to a diverse workforce and welcomes applicants with disabilities and/or from multi-cultural communities. EOE

Questions regarding this hiring process should be addressed to the:
Concord Human Resources Department
Town House, 22 Monument Square, P.O. Box 535, Concord, MA 01742
978-318-3025
www.concordma.gov/hr

Conservation Crew

About the Position:

Under general direction of the Natural Resources Director, the Conservation Crew assists the Division of Natural Resources in trail, field, and land management activities, including invasive species control, trail clearing, habitat restoration, and associated field and office activities.

Essential Functions:

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

- Maintains trails and mows fields on conservation lands.
- Restores plant and wildlife habitat.
- Builds and installs conservation kiosks and signs.
- Constructs and installs water bars, footbridges, and other trail structures as needed.
- Performs invasive species control.
- Maintains power tools and equipment.
- Performs some office work.

Minimum Qualifications:

- Possession of valid driver's license.
- 18 years of age or older.
- Experience operating light equipment.
- Ability to operate hand and power tools, brush mowers and weed whips.
- Experience in trail maintenance and/or land management.
- Ability to work independently with minimal supervision and as part of a team.

Preferred Qualifications:

- Basic plant identification skills, including native vegetation and invasive exotic species.
- Knowledge of basic carpentry skills and demonstrated ability to use tools, equipment and materials.
- Demonstrated experience and safety training in operation of chain saws.
- Experience with water bar installation, footbridges, and other trail structures.
- MA Pesticide Applicators License.
- Familiarity with GPS and GIS.

Working Conditions & Physical Demands:

While performing the functions of this job, the employee will be required to perform manual labor, work outside, walk long distances, work in dense brush, and lift heavy loads in all types of weather conditions including rain, heat, and humidity. Work includes exposure to mosquitoes, ticks, and various environmental hazards. Employee is required to traverse uneven terrain and to stand, walk, sit, bend and reach for extended periods. Employee is frequently required to use hands to finger, handle or feel objects, tools or controls; reaches and pulls with hands and arms; stoops, kneels, balances, climbs and crawls. Specific vision abilities required include close, distance, and peripheral vision and the ability to adjust focus. Incumbent must be able to hear normal sounds, distinguish sounds as voice patterns and communicate.

Operates vehicles, basic outdoor equipment, hand and power tools, and chainsaws. Operates computer, printer, video display terminal, typewriter, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



TOWN OF CONCORD

An Equal Opportunity Employer

EMPLOYMENT APPLICATION

BOTH PAGES MUST BE LEGIBLY COMPLETED

Return to: Human Resources Dept., 22 Monument Square

OR Mail to: P.O. Box 535, Concord, MA 01742

| | | | |
|---------------|-------|---------------|-----------|
| Name | _____ | _____ | _____ |
| | First | Middle | Last |
| Address | _____ | | |
| City | _____ | State | _____ Zip |
| Home # (____) | _____ | Cell # (____) | _____ |
| Email Address | _____ | | |

Position Applying for: **SUMMER CONSERVATION CREW**

How did you learn of this position, please be specific (i.e. Concord's website, Name of Newspaper, etc.): _____

Schedule: Continuous ☐ Seasonal ☐ Full Time ☐ Part Time ☐ Either ☐

Do you have relatives working for the Town of Concord? Yes ☐ No ☐

Are you, or any relative, a member of any Town Board or Commission? Yes ☐ No ☐

If yes to either, please specify _____

If hired, can you provide proof of citizenship or legal right to work in the US? Yes ☐ No ☐

Are you under 18 years of age? If yes, a work permit is required. Yes ☐ No ☐

SPECIAL SKILLS (Below please list special skills applicable to this position)

____ Typing (WPM ____)
____ Word Processing /
Equipment/Programs

____ Shorthand (WPM ____)

____ 10 Key Calculator
____ Computers -
Equipment/Programs

Licenses: _____

Shop or Heavy Equipment:

Other: _____

EDUCATION HISTORY

Highest Level of Education: _____ Grade School _____ High School Diploma or equivalent
____ Vocational, Technical Diploma or Certificate
____ Associates Degree _____ Bachelors Degree _____ Post Grad. Degree

| Name and Address of Schools (High School and Above) | Major Fields of Study | Number of years completed or type of degree received |
|--|-----------------------|---|
| | | |
| | | |
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| | | |
| | | |
| | | |

Other Training you received (e.g. Work Training Programs, Armed Forces Training, Special Courses, etc.):

Additional information that may be helpful in establishing your qualifications. (Awards, Professional Affiliations, etc.)

EMPLOYMENT RECORD

This section must be completed. A resume cannot be substituted. List most recent position first. Include relevant summer employment or work performed on a voluntary basis.

Name of Company _____ Dates Employed
From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____ - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving (or Seeking Other Employment) _____

Name of Company _____ Dates Employed
From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____ - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed
From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____ - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed
From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____ - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

I understand that entering into and continuing employment with the Town is subject to the verification of my statements and receipt of satisfactory references. I understand that any false answers or statements and/or withholding of information will be sufficient grounds to terminate my employment at any time.

Applicant Signature _____ Date _____

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.